

BUREAU OF CRIMINAL INFORMATION AND ANALYSIS  
Child Protection Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
Telephone: (916) 227-3285  
Facsimile: (916) 227-3253

January 10, 2006

[Agency Name]  
[Address]  
[City, State Zip]  
ATTN:

RE: Request for Confirmation of Child Abuse Information

A Child Abuse ~~Investigation~~ Summary Report (SS 8583) was submitted to the Department of Justice (DOJ) by your agency and entered into the Child Abuse Central Index (Index) maintained by DOJ pursuant to Penal Code section 11170.

The suspect listed in your report is now undergoing a background check for licensure or employment in a position having care or control over children, placement of a child, adoption of a child, or as a peace officer. The Index maintained by DOJ serves as a pointer system, referring licensing agencies, the courts, and employers to investigative reports retained by local child protective agencies. The licensing agency, court, or employer conducting the current background check is required to obtain your investigative report and make its own independent assessment. [Penal Code section 11170(b)(8)(A)] Therefore, prior to release of information, DOJ must confirm that your investigative report is available and meets current retention standards.

In order to provide timely and accurate referrals regarding the suspect in your report, we request that you immediately provide a response to the attached questions either by fax at (916) 227-3253, or by mail addressed to: Department of Justice, Child Protection Program, P.O. Box 903387, Sacramento, California 94203-3870.

**IF WE DO NOT RECEIVE A RESPONSE TO THIS INQUIRY WITHIN 30 DAYS FROM THE DATE OF THIS LETTER, YOUR REPORT WILL BE DELETED FROM THE INDEX AND THE AGENCY REQUESTING THE BACKGROUND CHECK ON THIS APPLICANT WILL BE ADVISED THAT THERE IS NO RECORD ON FILE.**

If you have any questions, please contact (CIS Name) of the Child Protection Program at [(916)CIS Number].

The Child Protection Program

For BILL LOCKYER  
Attorney General

[Agency Name]  
January 10, 2006

RE: [RCN]  
REPORT #: [Report Number / Case Name]

DATE OF REPORT: [Date of Report]

**I. Availability of Report** - Does your agency continue to maintain the investigative report that corresponds with this report? Penal Code section 11170(a)(3) provides that reports designated as inconclusive or unsubstantiated must be retained in the Child Abuse Central Index for a minimum of 10 years. There is no provision for deletion of reports designated as substantiated. Penal Code section 11169(c) requires submitting agencies to retain their investigative reports for the same period of time as the reports are required to be retained in the Index.

Yes  
 No (If no, stop here. The report will be deleted from our system.)

Where is the investigative report currently maintained?

Active Files  Closed Files  Microfilm  Archives  Storage  Other: \_\_\_\_\_

**II. Current retention standards** - Because the definitions and standards governing submission of reports to the Child Abuse Central Index have changed over the years, DOJ needs to confirm that your report meets current statutory standards.

Was an active investigation conducted in this case? (See Penal Code section 11169 and Title 11, section 901(a) of the California Code of Regulations.)

“Active Investigation” means the activities of an agency in response to a report of known or suspected child abuse. For purposes of reporting information to the Child Abuse Central Index, the activities shall include, at a minimum: assessing the nature and seriousness of the known or suspected abuse; conducting interviews of the victim(s) and any known suspect(s) and witness(es); gathering and preserving evidence; determining whether the incident is substantiated, inconclusive, or unfounded; and preparing a report that will be retained in the files of the investigating agency.

Yes  
 No

Were Victim(s) interviewed?  Yes  No (If no, please explain: \_\_\_\_\_)

Were Suspect(s) interviewed?  Yes  No (If no, please explain: \_\_\_\_\_)

Were Suspect(s) given written notice? (Applicable to investigations completed 1/1/1998 to present.)  
 Yes  No (If no, please explain: \_\_\_\_\_)

Regardless of the original designation given this report, which one of the following current statutory definitions applies to the report:

Unfounded [Penal Code section 11165.12(a)] - Record will be deleted from our system  
 Substantiated [Penal Code section 11165.12(b)]  
 Inconclusive [Penal Code section 11165.12(c)]

**III. Suspect personal descriptors** - The following suspect personal descriptors may be used to match information regarding an individual seeking peace officer employment or to care for a child, whether through licensing, child care employment, child placement, or adoption. **Please complete the following checked suspect information:**

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Or Approximate Age: \_\_\_\_\_

CDL/DMV Identification #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Most Current Address: \_\_\_\_\_

Mail or Fax this page to the attention of: [CIS Name]

Address: Department of Justice, Child Protection Program, P.O. Box 903387, Sacramento, CA 94203-3870

Fax: (916) 227-3253

Case Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_